



**SCHOHARIE COUNTY DEPARTMENT OF  
PERSONNEL & CIVIL SERVICE**  
ANNOUNCES CIVIL SERVICE *OPEN COMPETITIVE* EXAMINATION FOR  
**\*\*\*REVISED 8/9/11\*\*\***

**#63-059 STAFF SOCIAL WORKER/COMMUNITY SERVICES**

*Starting Salary: \$ 49,378 Grade 19*

\*Examination Fee – \$8.00

**LAST FILING DATE: September 30, 2011**

**DATE OF EXAMINATION: November 1-30, 2011**

***ELIGIBLE LIST:*** The list resulting from this examination will be used to fill vacancies, as they occur in Schoharie County Mental Health Clinic.

***\*\*\*RESIDENCE REQUIREMENTS:*** The Personnel Officer has waived the Residence Requirements for this exam per Schoharie County Civil Service Rule VI 1(a).

**MINIMUM QUALIFICATIONS:**

- (A) Possession of a professional license and current registration issued by New York State Education Department in Licensed Clinical Social Worker (LCSW); OR
- (B) Possession of a professional license and current registration issued by New York State Education Department in Licensed Master of Social Work (LMSW) and one year of experience in the mental health or chemical dependency field.

**DISTINGUISHING FEATURES OF THE CLASS:** This class requires the performance of social work in helping patients with social, emotional and related difficulties associated with their disability. The work is performed within prescribed routines with leeway permitted in determining the scope of work to be performed in helping the patient adapt to old or new environments. The Staff Social Worker functions under the general direction of a supervising social worker. Employees in this class are expected to meet with professionals in or outside of the community to obtain assistance and guidance for patients; does related work as required.

**SCOPE OF EXAMINATION**

There will be no written or oral test for this examination.

If you meet minimum qualifications, you will receive a rating based upon an evaluation of your training and experience against the duties of the position being tested.

Candidates must complete an examination application and have it returned to the **Schoharie County Department of Personnel & Civil Service on or before the last filing date, Friday, September 30, 2011.**

Approved candidates will be sent a notice containing directions to a website address needed to complete a Training and Experience Questionnaire.

The Training and Experience Questionnaire will be **available on November 1, 2011** and **approved** candidates will be required to **complete and submit this questionnaire between November 1, 2011 and by midnight November 30, 2011.**

**NOTE:** Candidates will not be able to claim any credit for training or experience gained after the **application filing deadline: September 30, 2011.**

**Candidates who fail to submit a questionnaire by midnight: November 30, 2011 will not receive a rating.**

**APPLICATION FEE WAIVED:** A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a state or local agency. All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement. Applications are available in the Personnel Department.

*\*The required examination fee is eight dollars, which may be in the form of a check/money order or cash and must accompany each application. If your application is disapproved, your examination fee will **NOT** be returned to you. Please make check/money order payable to the Department of Personnel and include the examination number.*

Applications and exam announcements are available on our web site at [www.schohariecounty-ny.gov](http://www.schohariecounty-ny.gov)

ISSUE DATE: July 20, 2011

**SEE REVERSE SIDE**